

Promethean Training

Module 2

Section 1: Open a Saved Flipchart

Launch the ActivStudio software. The Dashboard will appear. In the lower left corner, you will see the section entitled "Open a recent flipchart."



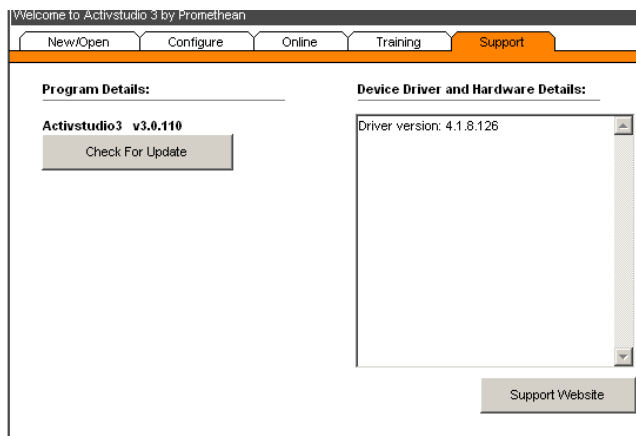
Study the 4 sections of the first tab of the **Dashboard**. As a new user, you will want to explore each section of this page. Create Section: **Flipchart Builder** is a quick way to build a flipchart using Promethean-created pages for certain activities. You can pull in Promethean's pages, customize them, add your own pages, and then you have a complete flipchart based on your needs.

Open a Recent Flipchart: A list of your most recent flipcharts.

Open From: Allows you to access the different locations of flipcharts.

Tools and Utilities: Will be covered later.

Explore the second, third, and fourth tabs on the Dashboard. Configure allows you to set advance settings on how the software and ActiVotes operate. The Online and Training tabs take you to the Promethean website where you will find many valuable resources—both content-specific flipcharts and training materials.

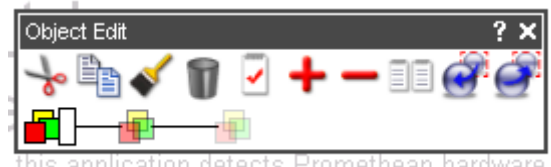


The fourth tab is where you will want to check for updates often. If you require updates, see your site tech for those procedures.

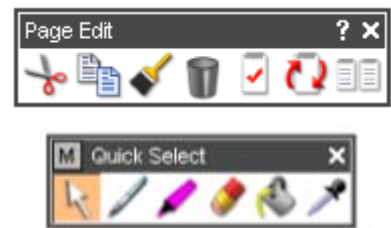
Section 2: Types of Toolboxes

As you work with Activstudio, you will find several different toolboxes. Each toolbox has a different purpose and is available when working with different features.

1. **Main Toolbox:** This is the heart of ActivStudio. This was covered in Module 1.
2. **Object Edit Toolbox:** This toolbox is available when you are working with an object. To access this toolbox, double click on the object.

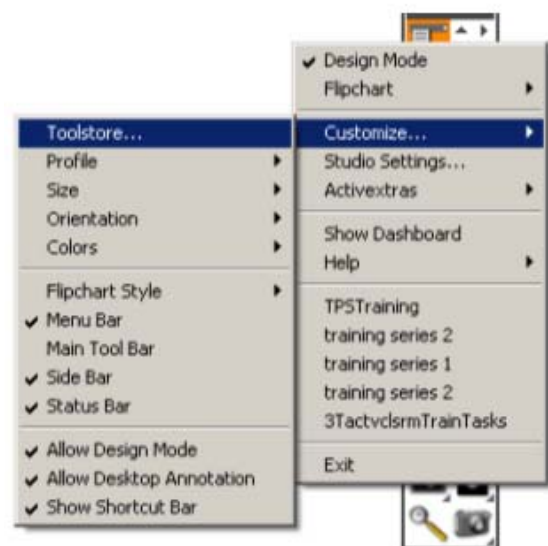


3. **Page Edit Toolbox:** Double click anywhere on your Flipchart Page to access the Page Edit Toolbox. Its tools enable you to change the properties of the current page and also edit the structure of the Flipchart.
4. **Quick Select Toolbox:** Right click anywhere on the Flipchart Page to access the Quick Select Toolbox. This toolbox gives you quick access to a selection of editing tools that you may find useful while presenting a Flipchart.



Section 3: Customizing the Main Toolbox

The **Main Toolbox**, **Quick Select Toolbox**, and **Tools Toolbox** To customize the **Main Toolbox**, go from the Main Menu > Customize > Toolstore.



Once you open the **Tool Store**, you will notice you have the opportunity to customize other toolbars at the same time. To add tools to a toolbar:

- Click and drag a tool from the Tool Store into a toolbox
- Drop the new tool onto an existing tool. Your existing tool will not disappear.
- You can have the same tool in more than one toolbox

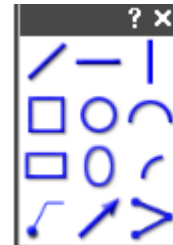
To Remove Tools From Your Toolbox

- Open the Tool Store
- Click the tool you would like to remove
- Drag the tool anywhere into the Tool Store and drop it. It goes back to its correct location.



Section 4: Pen Modifier Toolbox

Pre-defined shapes and pen effects are available in the **Pen Modifier** toolbox. Right click on the **Pen** tool in the **Main Toolbox** to launch the **Pen Modifier** toolbox. You can always have it available by going to the **Main Menu > Customize > Main Toolbar**. When there is a check by Main Toolbar, the Pen Modifier tools appear in a menu bar across the top of the page.

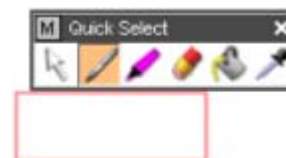


Section 5: The Fill Tool

To fill a shape, access the **Fill Tool** from the **Quick Select** toolbox. To access the **Quick Select** toolbox:

1. Right click on the object you want filled
2. From the **Quick Select** toolbox, tap on the fill bucket icon. Once you do that, the toolbox disappears.
3. Tap the color in the color palette you want as the fill.
4. Tap on the inside of the object you want filled.
5. **Very Important:** The **Fill Tool** stays activated until you tap on the **Marquee Select** tool.

Use the **Fill Tool** to color the background of your Flipchart page.



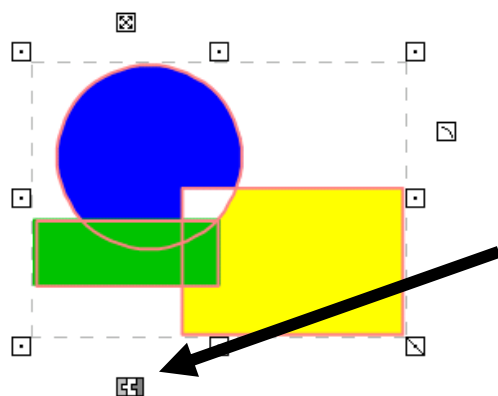
Section 6: The Quick Select Toolbox



Because the **Main Toolbox** is large, at times you will want to roll it up to capture workable screen space. Tap on the up arrow on the **Main Toolbox** to roll it up. When rolled up, the arrow points downward to re-open it. Because you lose access to tools when the Main Toolbox is rolled up, there is a **Quick Select** toolbox available from anywhere on the ActivBoard. This toolbox holds up to 12 of your favorite tools. Customize the **Quick Select** toolbox through the Tool Store as described in Section 3 of this module. To access the **Quick Select** toolbox at any point, right click.

Section 7: Grouping Objects

To group 2 or more objects (fill is considered an object), using the **Marquee Select** tool, drag over the items to be grouped. The **Group/Ungroup** pick-up box icon. To ungroup, reverse the steps.



Group Icon



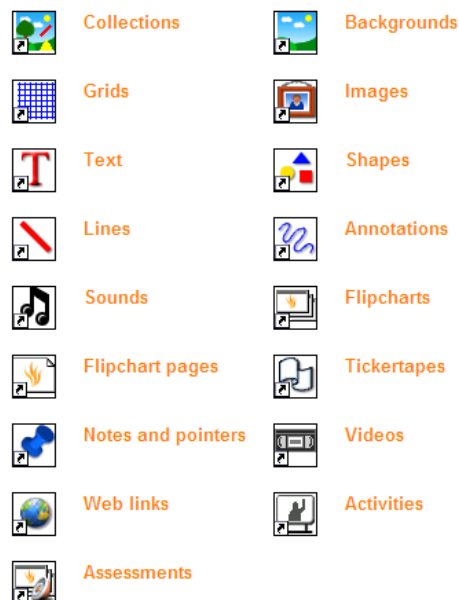
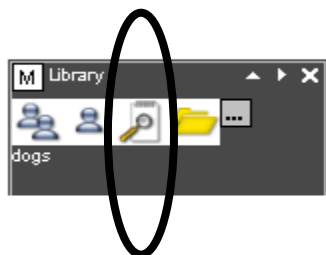
Ungroup Icon

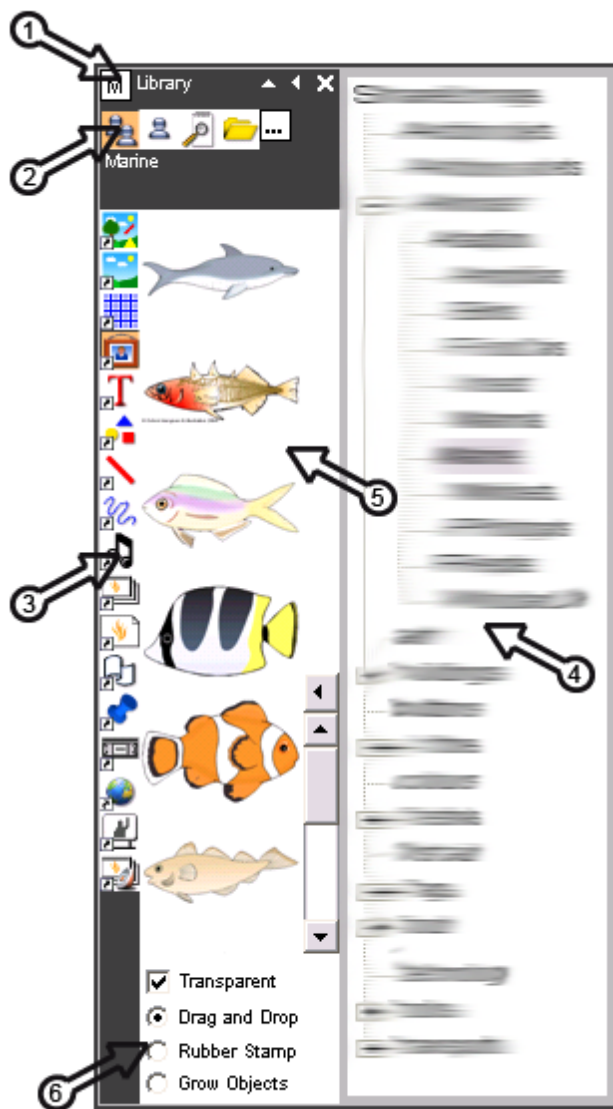


Section 8: The Resource Library

The Resource Library contains thousands of ready-made resources for building Flipcharts. The library is organized into categories and grouped in folders to make locating resources easier.

To assist in locating resources in the library, use the **Search** feature. Once opening the Search box, you can filter what categories you want to search.





1. **Title Bar Buttons.** "M" brings up the Menu. To add labels to the thumbnail images, **Menu > Labels**.
2. **Shared Resource Library, My Resources, Search for Resources, and Browse.**
3. **Resource Library Categories.** If you hover above each icon, a Tool Tip will pop up to remind you of the category name.
4. **Resource Tree.** Tap on the plus sign to expand a subcategory.
5. **Thumbnail Pane.** If you don't see the label under each thumbnail picture, the labels aren't activated. To activate the labels, see #1 above.
6. **Add to Page Options.**

Transparent Option (description on right)

Select the **transparent** checkbox to give an image a **transparent** background. This feature is extremely useful when you want to place 'non-rectangular' images onto the Flipchart page. Here's an example:



Checkbox is cleared so the background color is displayed with the football.



Checkbox is selected so only the football is displayed.

Rubber Stamp

When you place the object on the Flipchart page, each time you tab, you are stamping the image on the page—cloning process.

Grow Objects

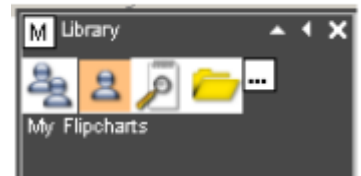
The image is placed on the Flipchart page with a very small size. You can then resize it.

NOTE: You can only use the Rubber Stamp and grow object modes with the following object types: Annotation, line, shape, image and mixed groups. If you select any other type of object from the library, the object add mode will revert back to Drag and Drop mode.

Section 9: Saving a Flipchart to the Resource Library

When a Flipchart has been saved to the **Shared Flipcharts** or the **My Flipcharts** folders, it may be accessed using the Resource Library.

Initially, there won't be anything in the **My Resource Library** area. Because there are thousands of resources in the library, you will want to begin building the **My Resource Library** area to assist in accessing those resources you readily use.

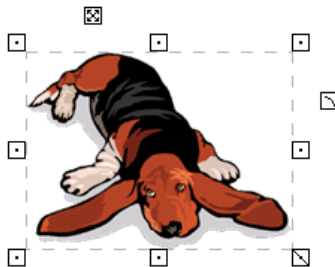


The category icons in the **My Resource Library** are the same as the **Shared Resource Library**. If you hover over each icon in the **My Resource Library**, you will note the word "My" is included.

Section 10: Object Edit Toolboxes

There are 3 types of **Object Edit Toolboxes**, depending on the type of object placed on the Flipchart Page.

Image Object Edit Toolbox



Cut

Copy

Paste

Delete

Properties

Increase Size

Icon Keys

Decrease Size

Duplicate

Send to Front

Send to Back

Set Object Transparency

Text Object Edit Toolbox

One new icon: Edit Text





Click on the Recognition tool in the Main toolbox. The Recognition toolbox opens.



The on/off button should be green, if it's red click on the button to switch recognition on.

In the bottom left-hand corner of the Recognition toolbox is the Recognition Mode button.

This has four settings. Click on the button to change the options:



letter recognition



shape recognition



number recognition



letter and number recognition.



Click on the button until you see the letter recognition icon. By default, the tool should already be set to recognise UK English.

Free Hand Recognition Object Edit Toolbox

To activate the Recognition tool, click on the icon in the **Main Toolbox**. If it isn't available, add it from the **Tool Store**.

The Recognition feature only works when you have an **ActivBoard** or **ActivSlate** connected.



To set the delay in handwriting recognition, use the slider.

Shape Recognition: To set the option to fill the shapes when recognized, go to: **Main Menu > Studio Settings > Shape Recognition**. Make fill settings and color.



Section 11: Working in the Design OR Presentation Modes

In the default versions of Design Mode and Presentation Mode, Design Mode is best used when creating flipcharts at a PC before the lesson. Presentation Mode slims down the number of tools and menus on screen and puts the focus on the Main toolbox, helping to make Activstudio easier to use at an interactive whiteboard.

Due to the wide range of options to customize Activstudio, you can, theoretically, make Design Mode and Presentation Mode work in the same way. You can also switch off Design Mode. See More Information, at the bottom of the page, for relevant links.

Change between Design Mode and Presentation Mode

In the Main toolbox, click on the Main Menu button then select, or deselect, Design Mode. The appearance of the Main Menu button changes in each mode. Also, some actions aren't activated in the Design Mode but appear and should be tested in the Presentation Mode (hyperlinks for example).

Section 12: Working with Backgrounds

In the Resource Library, there are many backgrounds in the **Shared Backgrounds** category.

- To preview a background, double tap on the background thumbnail. It will open in a pop-up window.

- To add to a Flipchart Page, drag and drop it to the page.
- To remove the Background, tap on the **Clear Tool** in the Main Toolbox and select **Clear Background**

Section 13: Page Edit Toolbox



Launch the Page Edit toolbox by double-clicking on the Flipchart page. Use the tools to change the properties of the Flipchart page and edit the structure of your Flipcharts.

A closer look at the Page Edit toolbox



Title Bar

Click and drag to reposition the Page Edit toolbox. Close the toolbox by clicking the cross.



Cut

Remove the current Flipchart page and place it into ACTIVstudio's memory so that it can be pasted elsewhere.



Copy

Copy the current Flipchart page into ACTIVstudio's memory so that it can be pasted elsewhere.



Paste

Insert the last cut or copied page into the Flipchart.



Delete

Delete the current Flipchart page.



Properties

Edit the appearance and the identifying properties of the Flipchart page.



Page Reset

Revert to the last saved version of the Flipchart page.



Duplicate

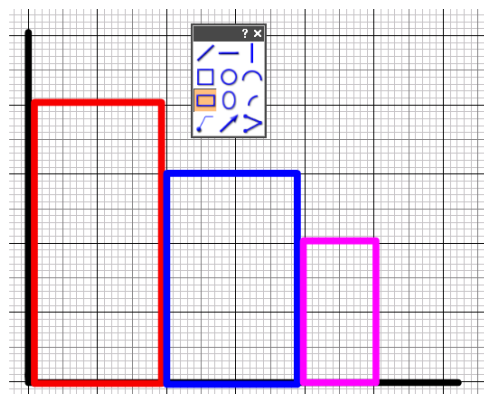
Duplicate the current Flipchart page.

Section 14: Incorporate Grids Into Your Flipchart

The grids feature is useful in math but can also be used when positioning objects on your Flipchart.

To access the grids, click on the **grids icon** on the **Flipchart Toolbox**.

The **Resource Library** will open, displaying the different grids available in the library. Select one of the grid types and drag it to the flipchart page. Close the **Resource Library** if you are finished with it.




Open the Pen Toolbox by hovering over the pen tool in the Mail Toolbox AND RIGHT CLICKING. You can now custom draw shapes.

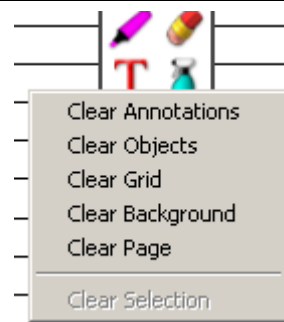
Combining the tools you have learned thus far, you can add text boxes, fill colors, etc.

Changing the Grid Size: Double click on the page background when you have applied a grid. You will get the **Page Edit Menu**. Click on the **Plus Sign** or **Minus Sign** to change the grid size.

Snap to Grid: Snaps the image or text to grid points.



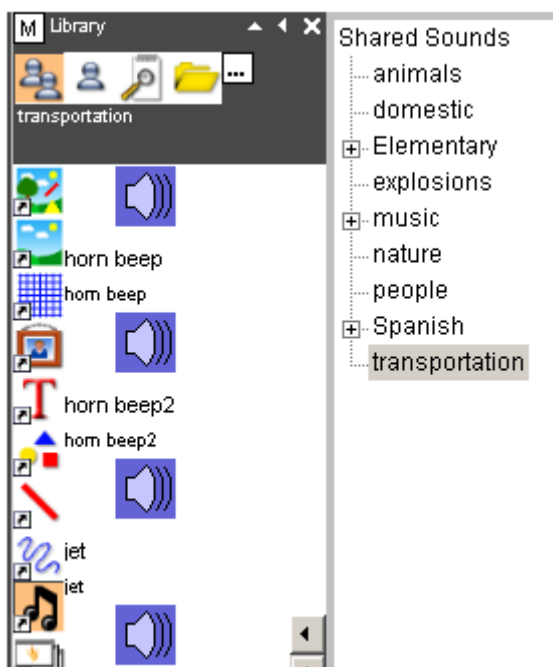
To Remove the Grid Background. There are 2 options. (1) To completely remove the grid, click on the **Clear Tool** in the Main Menu bar. From the pop-up menu, select **Clear Grid**. (2) To just hide the grid without removing from the page. While you are in the **Design Mode**, you will see a **Mask** icon in the **Flipchart Toolbar**. While in the **Presentation Mode**, double click on the page to get the **Page Edit Menu** up. The **Mask** icon  is in this menu.



Section 15: Add Sound to Your Flipchart

Sounds can be added to your flipchart page and can, if used properly, further engage students. From the **Resource Library**, go to the Shared Resources and click on the Musical Note icon. You will see a listing of the different categories of sounds. To add a sound to your flipchart page, pull it over to the page. The speaker icon will appear on the page.

To play the sound, you have to set **Enable Actions**.



To Enable Actions: From the Design Mode, right click anywhere in blank page space. This brings up the **Quick Select Toolbox**. Click on the small **M** in the upper right-hand corner of the toolbox. From the drop-down box, select **Enable Actions – Design Mode**.

From the Presentation Mode, in the upper right corner of the screen, you will see the **Enable Actions** icon. Tap it to turn it on—tap it to turn it off.



Adjusting Volume of Sounds: From the Toolstore, place the **Speaker Tool** on the **Main Toolbox**.

Deleting a Sound from the Page: You first have to disengage the **Enable Actions** feature. Then you can select the sound icon and put it in the Trashcan. If you don't want to permanently remove the sound from the page, just leave the sounds disengaged.

Section 16: Page Select Tool

The fastest way to move to a page that is farther past or before the page you are presently on is to display the pages using the **Page Select** tool. The page you are currently on will have a darker bold box around it.

Section 17: Page Organizer Tool

The **Page Organizer** tool allows you to manipulate the pages. The **Page Edit Toolbox** automatically appears when you get in the Page Select view. The **Page Edit Toolbox** has tools to allow you to cut, copy, paste, delete, duplicate, and select all. You also can rearrange the pages by just clicking and dragging a page thumbnail to the new location.



Section 18: The Focus Tools

There are 3 focus tools available on the default **Main Toolbox**. Each one operates as a toggle switch, click one time to turn on and click again to turn off.



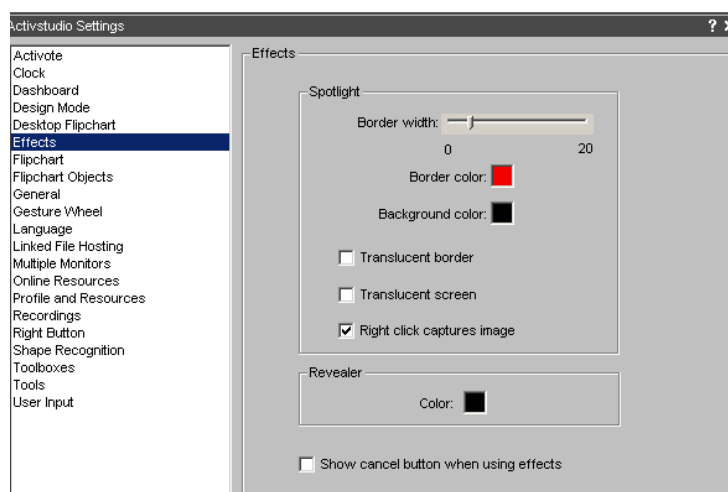
Reveal Tool: This icon is a window shade. Activating this tool covers the full flipchart page. The cursor will turn to a Blind Pull shape. You can drag the shade from the top, bottom, left, or right. When you turn the Reveal Tool on, it stays activated FOR ALL FLIPCHART PAGES until you turn it off.

Spotlight Tool: This icon is a dark box with a white hole in the middle. Once you select the **Spotlight Tool**, a pop-up box will show 4 options for the shape of the spotlight. To move the spotlight, just glide across the board without pressing on the pen nib. To resize the spotlight, press on the pen nib and drag the cursor either toward or away from the center of the spotlight.



Zoom Tool: This icon looks like a magnifying glass. It allows you to magnify a flipchart page. To magnify or zoom in on the page, press down and hold the Activpen over the area to be magnified. You can then pan around the page by lightly moving the pen around the page without pressing the nib. To zoom back out, double click the page and it will jump back to its original size. To slowly zoom out, right click and hold the pen on the page.

Customizing the Focus Tools: To change the appearance of the **Reveal Tool** and the **Spotlight**, go to the **Main Menu > Studio Settings > Effects**. You will find several options for each tool.



Section 19: Creating a Flipchart Summary

As you begin to develop flipcharts and consider sharing them at the school, district, or international level, it is good practice to create a flipchart summary page. This allows search engines to locate your flipchart based on keyword searches. To create a **Flipchart Summary**, go to the **Main Menu > Flipchart Summary**.

Flipchart Summary : Flipchart 1

Title:
Antarctica

Description:
Study of Location, Climate, Wildlife, Preservation

Grade:
6-8

Keywords:
South Pole
freezing temperatures
ice
orcas
penguins

OK Cancel

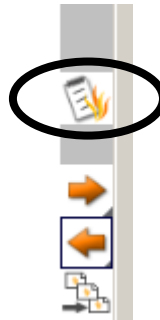
Section 20: Page Notes

The Flipchart Summary feature allows you to share notes which apply to the full Flipchart. Sometimes you want to make notes on a specific page. The Page Notes indicator appears in the Presentation Mode. The Page Notes icon is the **N** in the top right corner.



For each page, you can type notes. Just click on the **N**, insert your note, then close the note. That note is saved as part of that specific page.


While in the Design Mode, you can tell if there is a note associated with a page. You will see a page icon right above the Page Toolstrip.



Section 21: Notes and Pointers

You have the ability to place a permanent "Post-it Note" (or Pointer) on all pages. These stay visible as you move from page to page.

First, add the **Power Tools** icon to your Main Toolbox.  Click on this **Power Tool** icon and the Power Tools Menu

will appear. Click on the **Notes/Pointer** icon.  You will have 3 options: New Note, New Point, Open From.

To remove a note or pointer, right click on it. Once removed, you can't undo.

To change the direction of the pointer, double click on the pointer. Pointers and Notes can be moved; the color can be changed of each by right clicking on the item.